

BUILD YOUR FUTURE ON-LINE



A GUIDE TO THE COMMUNITY WEBSITE WIZARD

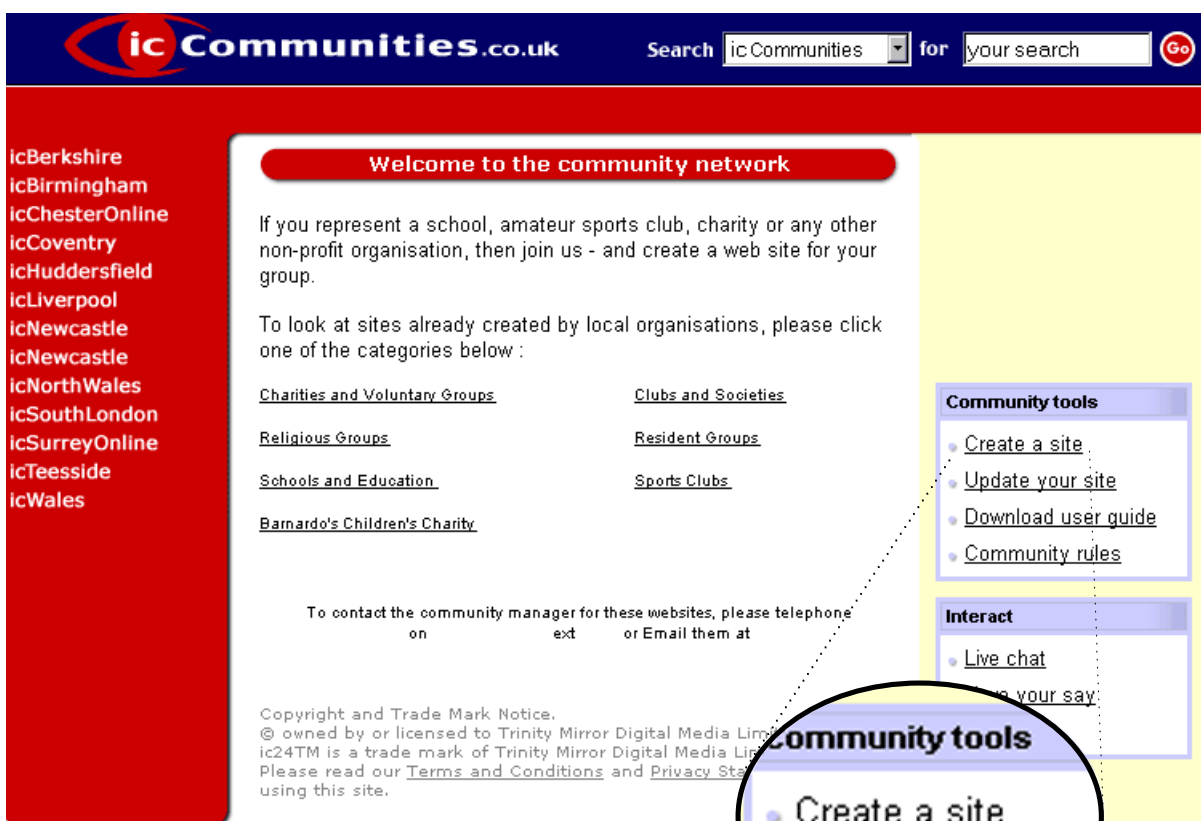
Getting Started

This help guide will take you through each stage of creating your own website, step by step. Why not fill in the blanks on this sheet first, before you go on-line.



When you visit the 'ic' regional site, a list of different pages or 'channels' will appear along the left hand side of the page. Click on 'Community / Communities'

You will then be directed to the Community channel, which will look like this



Now click on the "Create a site" option

This will now direct you to the Site building Wizard, all you have to do is fill in the blanks!

At the top of the new page you will notice a set of 'Tabs' that look like this:



Each of these tabs is linked to the sections that you need to fill in .. you must fill in all of the boxes marked with a * and progress through each page in order .. So let's start with your details ...

Your Details



ic Communities.co.uk

Search for

icBerkshire
icBirmingham
icChesterOnline
icCoventry
icHuddersfield
icLiverpool
icNewcastle
icNewcastle
icNorthWales
icSouthLondon
icSurreyOnline
icTeesside
icWales

Set up your community site

Information about your community

Please fill in your details to help us know more about you. **Fill in your name**

* indicates a field that you MUST complete

* First name: * Surname: **Fill in your community name**

* Enter the name of your community:

* Address:

 Fill in your address, you do not need to use all four boxes, but at least the first one

* Postcode: **Fill in your postcode**

* Tel.No: - **Fill in your telephone number, the dialling code in the first box, the number in the second, fill in the fax number box, if you have one**
Fax No: -

* Enter a user name for your community: **Choose a user name, this will also be your e-mail name, so try to make it memorable and easily recognisable as your group**
(for example highfields_school)
 @ .co.uk.

This will be used for updating your site in future. This will also be used as your community email address, eg highfields_school@.co.uk.

* Enter a password for your community: **Choose a password, it's very important that you remember this, perhaps write it down in the box on this sheet.**

You will need this user name & password to update your site in future.

* Please confirm this password: **Type the same password again**

You will also need to use this username & password to access the email account that will be automatically created for your community.

* Site Name - enter the name you would like to appear as your web address:

www.ic .co.uk

If available, we will register this domain name at no cost to you so that you have a web site address that you can use on your other publicity materials or newsletters. Setting up the domain name may take some time, in the meantime your web site will be accessible through the community pages of www..co.uk. If you would like more information about this service please call our community manager on Tel No: ext or email

Choose a website address, again something easy to remember and unique to your group

* Click on the category which best describes your community: **Choose a category by clicking on it**

Now the page is finished click on 'Save'

If you are returned to the same page, read the message at the top to find out which element needs amending.

Please check your details are correct, especially your name and address. When you are happy with the information, **When completed, you will be shown the terms and conditions of service, read them, and if you agree, scroll down to the 'I Accept' button at the bottom of the list.**

this page and go on to the next section.

You will then be taken to the next page.. It's time to build your homepage !

Your Homepage



Search for

icBerkshire
icBirmingham
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icCoventry
icHuddersfield
icLiverpool
icNewcastle
icNewcastle
icNorthWales
icSouthLondon
icSurreyOnline
icTeesside
icWales

Create your home page

[Your Details](#) [Home Page](#) [Contacts](#) [News](#) [Events](#) [Publish](#)

Your home page is the first page people will see. Please use the three paragraph slots provided to give a short summary of who you are and what you do.

Advice: Your page will look better if each paragraph is between 15 and 40 words. You do not have to use all three paragraphs.

* indicates a field that you MUST complete.

Upload Pictures

Any pictures or logos you might want to display on your web site must be copied to your picture library first. Click [here](#) to access your picture library now.

Writing your home page

Title of your web site: *

This will be displayed at the top of your home page

Choose your community colour:

Paragraph 1 *

Picture

Picture Position:

Left Right

This picture will be displayed along side this paragraph.

Paragraph 2

Picture

Picture Position:

Left Right

This picture will be displayed along side this paragraph.

Paragraph 3

Picture

Picture Position:

Left Right

This picture will be displayed along side this paragraph.

your home page.

When you are happy with the information you have entered, click this page and go to the next section.

If you would like to use pictures on your site then click the link underlined in red, shown below. This will then open the 'Upload Pictures' window (see next page)

display on your site. Click [here](#) to access your picture library now.

Choose a title for your site, this is the title that will be shown at the top of your opening page, the 'Homepage'

your home page

Light Blue
Light Blue
Dark Green
Dark Red
Dark Blue
Orange
Black

Choose a colour for the menu border of your page, click on the 'down arrow' to see the available colours.

Type the text for your site here, this could be a brief introduction to the site, your group or organisation and it's aims. You have two more boxes to use, if you wish.

If you have uploaded images, you can choose which one to include and which side you would like it positioned, you may use the same image more than once and an image for each paragraph, if you don't see your uploaded image try pressing the 'refresh' button on your browser

You do not have to put anything in Paragraph 2, but it's your space use it!

Why not place an image of the members of your group or perhaps your activity?

When you have finished your homepage, click on the 'Preview' button, this will open a new window that will show you what the page you have just built looks like.

If you want to change some elements, close the preview window and amend your page. When you are finished click Save and you will be taken to the Contacts page.

Upload Pictures

When you have chosen the 'Upload Pictures' option, a window will open that will look like this

Upload your images

IMPORTANT

a) Please note that images cannot be bigger than 30 KB in memory or they will not be accepted. (if you are confused please [click here](#))

b) Your images should be no bigger than 122 x 190 pixels ([click here](#) if you are confused)

c) Possible image extensions are gif, jpg, and jpeg. Pictures must have the extension .gif, .jpg or .jpeg or they will not be recognised as pictures.

d) You are able to upload up to 20 images to your picture library.

Uploading Images

1. Click the **Browse** button to select an image (from a floppy disk or your hard drive) you would like to add to your picture library.

2. Click **Upload** button to upload the image to your picture library.

3. Repeat steps **1** and **2** for all images you would like to save to your picture library.

4. Click **Done** button when you have finished.

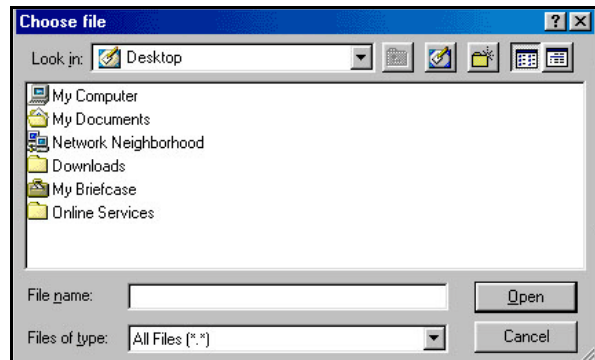
Images you have saved to your picture library:

—No images—

Follow the instructions regarding the physical size (in pixels) and the file size. If you are not sure , perhaps you could check the Help guide on your Photo Editing software (PhotoEditor, Paint Shop Pro, Picture Publisher, etc) under 'Image Size' or 'Resizing'. Maybe you know someone who could help with this. Images can always be added later, if you are not sure.

When you have resized your images, save them somewhere easy to find, perhaps on your Desktop.

Click on the 'Browse' button, that will open a window that will look like this



Select the image that you want and click on 'open', then click the 'Upload Button'

You should now see either your image (as shown below) in which case you may click on 'Accept' and you will be returned to the Upload Window, or if the image is not suitable you will see an error message displayed

Upload your images



Name :

Size :

Height:



Width :

PLEASE CONFIRM THIS IS THE PICTURE YOU WANT TO UPLOAD TO YOUR PICTURE LIBRARY

When you have finished uploading all your images (a maximum of 20) then click on 'Done' in the main Upload Window to return you to the main window.

Your Contacts

Now you can fill in the Contact Details for your group, you can enter more than one set of contact details, but the main point of contact for the group should be entered first, as the address, etc is displayed on the Title bar of your site

Search for 

- icBerkshire
- icBirmingham
- icChesterOnline
- icCoventry
- icHuddersfield
- icLiverpool
- icNewcastle
- icNewcastle
- icNorthWales
- icSouthLondon
- icSurreyOnline
- icTeesside
- icWales

Create the contacts page

- Your Details
- Home Page
- Contacts
- News
- Events
- Publish

You must fill in the main contact address to be shown on your web site.

To add more contacts click on **New** once you have saved your main contact address.

Contact details:

Please enter the contact details of your community.

Name:

Job Title:

Address:

Postcode:

Tel.No: -

Fax No: -

Site e-mail: @ic .co.uk

Other e-mail:

Additional info:

This field is for any additional information that may be useful to your audience (i.e. office opening times, mobile numbers, help-line etc).

your contacts page.

this page and go on to the next section.

Simply fill in the Contact Details of your group.

Perhaps the details of where you meet.

As you can have multiple points of contact, you may wish to have the Secretary, President, etc listed with their personal contact details

When you have finished one contact click the 'Save' button which is in the group of five.

Should you want another contact, click 'New' and repeat the process.

When you are finished, you can check your entries with a 'Preview'.

Should you wish to amend any entries, use the 'Previous' and 'Next' buttons to find the contact you wish to change and then the 'Delete' key, if you wish to delete that contact.

When you have finished, click on the main 'Save' button at the bottom of the page. You are half way through, time to fill in your news page.

Your News

The previous pages you have created are probably not going to change much or often, but your 'News' page is one that will, no doubt, change often. The format is very simple, you create one story at a time and (as with the contacts page) save each story individually and add a new one when necessary. You can also upload pictures from here to the same library that you created before.

Search for

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- icNewcastle
- icNorthWales
- icSouthLondon
- icSurreyOnline
- icTeesside
- icWales

Create the news page

[Your Details](#) [Home Page](#) [Contacts](#) [News](#) [Events](#) [Publish](#)

You can use your news page as a place to show your newsletter, reviews, or information about what your group does.

The most recent story entered will go to the top of the page. To add more articles, click **New** once you have saved your first story.

* indicates a field that you **MUST** complete.

Upload Pictures:

Any pictures or logos you might want to display on your web site must be copied to your picture library first. Click [here](#) to access your picture library now.

News details:

Please enter your news item:

Title: *

Text:

Picture

Picture Position: Left Right

This picture will be displayed along side this paragraph.

your news page.

When you are happy with the information you have entered this page and go on to the next section.

If you have already uploaded the images to accompany your news story, then simply select them from the drop-down menu.

Your story must have a title.

Enter your text, perhaps you could write the story in a word processing package first (using no special characters) then simply 'copy' and 'paste' it!

Images should be used where possible, they add to your story and the look of your site.



Like the contacts page you can add, amend and delete stories as you wish.

Preview your page, just to check!

When you have finished, click on the main 'Save' button at the bottom of the page. Now you will be taken to the 'Events' page, so you can let people know what you are doing and when.

Your Events

This page is for forthcoming events that you or your group are involved with.

Search for 

- icBerkshire
- icBirmingham
- icChesterOnline
- icCoventry
- icHuddersfield
- icLiverpool
- icNewcastle
- icNewcastle
- icNorthWales
- icSouthLondon
- icSurreyOnline
- icTeesside
- icWales

Create your Events page

- Your Details
- Home Page
- Contacts
- News
- Events
- Publish

Use this events page to tell readers about events your community is planning. Events will be displayed on your site in order of date.

Event details:

Please complete details of your event:
To add more events click on **New** once you have saved the first event.

Event:

Date: Time:
(dd/mm/yyyy) (hh:mm)

Location of Event:

Post Code:

Tel.No: -

Additional Info:

Use this space to give a short description of the event.

your events page.

When you are happy with the information you have entered this page and go on to the next section.

Simply fill in the blanks.

Notice the format that is required for your dates and times.

Try to use the 'Additional Info' box, think of a quick summary that will make someone support your event !

Like the contacts and the news page you can add, amend and delete entries as you wish.

Preview your page, just to check!

When you have finished, click on the main 'Save' button at the bottom of the page. Now you will be taken to the 'Publish' page, you have almost finished creating your own website.

When you come back to remove past events from this page, why not write a review of your event and add it into you news page !

Publish Your Site

Congratulations you are nearly there. Use this page to add any links you to other sites related to your group and then submit it ready to be published !

icCommunities.co.uk Search for

icBerkshire
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icChesterOnline
icCoventry
icHuddersfield
icLiverpool
icNewcastle
icNewcastle
icNorthWales
icSouthLondon
icSurreyOnline
icTeesside
icWales

Publish your site

Your Details Home Page Contacts News Events Publish

Putting links on your site

You have almost completed your community web site. Use the fields below to add links to related sites you think may be of interest to your readers. **These will appear on the right hand side of your web site.**

Actual web address (ex:www.ic .co.uk)

Name to display for link

instead of showing the full address of the link, you can give it a title by writing a name for it in the box above.

Previous Save New Delete Next

Now you have created the " " community web site. you should click on the button below to prepare your site for publishing

PUBLISH YOUR SITE!!!

If you have just created your site

Your site will not go live immediately. This means that your readers cannot see it straight away. Once it has been approved by the community manager it will go live. The manager will notify you by e-mail when it is published.

Updating your site

Your changes will go live straight away.

Problems

If you have any questions or problems please contact your community manager or telephone:

Fill in the web address of the site you wish to link to and the name or title that will be shown on your site.

Why not ask the site to which you are linking, to add a link back to you !

Use the buttons to add, amend and delete entries as before.

When you have finished your links click on the 'Publish your site !!!' button.

Your site will then be sent to your Community Manager, who will check it and then set it live !!

It's just as easy to update you site as it was to create it. Just click on the 'Update your Site' link on the 'Communities' Page, then enter your username and password. You will then see the same set of screens as you have just filled in, simply make your amendments!

Welcome to the web!

www.icCommunities.co.uk

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